

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 7	Number 28	Effective Date 12/29/10	Review Date 2013
Subject TRAVEL BEYOND CITY LIMITS – FUGITIVE RETRIEVAL AND NON-PURSUIT			☐ New Order ☒ Replaces G.O. 7-28, (12/18/06)
References CALEA 70.1.2 VLEPSC OPR.08.01a, OPR.08.01c, OPR.09.01b Uniform Criminal Extradition Act, VA Code 19.2-84 et seq. General Order 3-1, Financial Management Procedures			
 _____ Chief of Police or Designee		 12/29/10 _____ Date	

I. PURPOSE

The purpose of this directive is to establish the guidelines to be followed by employees traveling beyond the city limits on official police business.

II. POLICY

Employees of the Department often conduct official business outside of the City of Richmond. Whether that business is the extradition of a prisoner or some other business, Department employees shall follow certain procedures as set forth in this policy.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in the general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. PROCEDURE**A. Travel to Retrieve a Fugitive from another Jurisdiction (General Considerations):**

1. The Warrant and Information Services Unit (**Warrant Room**) is responsible for faxing all capiases, warrants, and attachments to other localities. When a suspect is apprehended and unable to post bond, **the** Department is immediately notified regardless of the time.

2. If it is decided that it would be in the best interest of the Department to send employees to retrieve a fugitive, a memorandum to that effect will be forwarded, through channels, to the Major of Support Services.
 3. Uniformed officers may be selected to retrieve fugitives when circumstances require their assistance. However, no uniformed officer will be used for this purpose unless pre-approved by his/her Division/Precinct Commander.
- B. Within the Commonwealth of Virginia:
1. If a fugitive is arrested anywhere within the Commonwealth of Virginia at any hour of the day or night, the Warrant Room will fax a copy of the warrant on file to the holding jurisdiction.
 2. The holding jurisdiction will execute the warrant.
 3. Once the warrant has been executed, the Richmond Sheriff's Department Jail Transportation will respond to pick-up the fugitive and return him/her to the City of Richmond's lock-up.
- C. Outside the Commonwealth of Virginia:
1. The ***Division of Emergency Communications (DEC)*** Teletype ***Operator*** will place a locate notice into NCIC.
 2. Once the subject has been apprehended, the Fugitive Coordinator is notified so that he/she can make contact with the holding jurisdiction to coordinate extradition. This procedure is continuous 24-hours a day.
 3. The Fugitive Coordinator will verify that the warrant is on file and will coordinate extradition with the Commonwealth's Attorney's Office.
- D. Extradition Travel:
1. The Metro Aviation Unit may transport fugitives located within the Commonwealth of Virginia, if appropriate.
 2. Fugitives located outside the Commonwealth of Virginia will be transported by the Metro-Aviation Unit if east of the Colorado Rockies or within 1200 miles. The U.S. Marshall Service may be contacted and can transport from west of the Rockies.
 3. The transporting officer before and after transporting prisoners will search all fugitives and transport vehicles. All prisoners shall remain handcuffed for the duration of the transport.
- E. Travel to Conduct Investigations or other Non-Emergency Police Business:
1. Authorization to travel beyond the city limits to conduct other types of official business shall be obtained from the affected employee's supervisor before leaving the city.

2. The affected employee(s) shall notify DEC upon leaving and entering the city limits. DEC shall only dispatch an employee to an assignment outside the city limits at the request of an official from another jurisdiction or an official from the City of Richmond with the approval of the employee's supervisor.
3. DEC shall dispatch an employee to take an Incident Based Report (IBR) at any area hospital, i.e. Richmond, Henrico, or Chesterfield, if the original offense occurred within the City of Richmond. The supervisor's approval is not required.

NOTE: If the hospital is located outside of the areas listed above, the employee's supervisor must be contacted for approval.

- F. For travel requiring expenditures refer to procedures outlined in General Order 3-1, Financial Management Procedures.

V. **FORMS**

Incident-Based Report (IBR), when applicable